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DDA SUBJECT FILE COPY

DDA 87-1640
7 August 1987

MEMORANDUM FOR: Director of Finance
Director of Information and Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

25X1 FROM:
DDA Management Staff

SUBJECT: New Headquarters Building Pre-Move Survey

1. Prior to your Office's move to the New Headquarters Building, there is survey information and office coordination required to make the move as smooth as possible. The Integrated Logistics Support Plan (ILSP) Working Group, in coordination with the Office of Security, is asking each Office for specific ADP inventory information. In addition, the ILSP is requesting that each Office provide a "preferred" moving sequence. After receipt of this information, an ILSP representative will provide each Office with a detailed floor plan identifying all workstations and equipment locations. This floor plan must be finalized prior to each Office's scheduled move-in date to insure that all pre-positioned equipment locations, including furniture, phones, and data terminals, are accurately identified.

25X1 2. Please complete the attached survey forms and return them to the Management Staff, Attention: prior to 15 September. In addition, please provide the name and secure number of a senior Office representative to verify your Office requirements and to coordinate the moving schedules with the ISLP representative.

25X1

Attachment
Survey Forms

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SUBJECT: New Headquarters Building Pre-Move Survey

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